

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Ch/G

DATE: 1 March 1955

FROM : Chief, D/GL

SUBJECT: Information requested in Staff Meeting regarding Career Service.

The two categories to be reported on in the Map Library are those of Geographer and Librarian:

## A. Librarian

In D/GL librarians are employed in the Processing Branch and in the Reference Branch. The objectives sought in these positions are reported first for reference librarians, and then for catalogers.

### Objectives: Reference Librarians

1. To have a comprehensive knowledge of the geographical reference materials available in the Map Library in order to service requests from CIA and other members of the intelligence community.
2. To develop and conduct liaison activities with other mapping agencies for the purpose of supplementing Map Library Division Holdings, servicing requests.
3. To be aware of and use the proper security controls in admitting visitors to the Map Library and in loaning classified maps.
4. To have an overall knowledge of the functions of the Processing and Procurement Branches and their relationship to the Reference Branch.

### Cataloging Librarians

1. To develop a competent knowledge of map and book cataloging principles and procedures as practiced in the Map Library.
2. To have a competent geographical knowledge of area of responsibility.
3. To develop language competence on at least one language used in area with ability to use dictionary on other languages required.
4. To develop working knowledge of all Map Library Branches.

### Experience and Training required to achieve maximum development of the individual: (applies to both types of librarians)

1. Good basic educational grounding with A.B. or M.A. in Library Science.
2. Other work experience prior to entry on duty in Map Library is helpful.

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3. On-the-job experience, with good supervisory situation is a most effective builder of strong individuals.
4. Experience in other branches of the Map Library is helpful.
5. Geographic and area knowledge, together with language background is a developing factor.
6. Course work while on the job, either in languages, geography, supervision, or library science, to round out education requirements for the position.
7. As required, the basic agency course in typing for professional people.
8. As required, the basic country survey course given by the agency on a part-time basis.
9. As required, course in map and book cataloging, taught by Map Library personnel or at a Library School.

B. Geographer

In D/GL geographers are employed in the Procurement Branch.

Objectives:

1. To compile requirements for maps and related publications and for map intelligence based on knowledge of area, deficiencies in U. S. holdings and information on availability of map materials and intelligence, both overseas and in the United States.
2. To forward requirements to the field or to OO/C after determining appropriate channels.
3. To develop and maintain channels of procurement to all significant map sources in his area through correspondence with the Geographic Attaché, foreign missions, exchange agencies and other map sources.
4. To support the Geographic Attaché through briefing, reviewing incoming correspondence and initiating outgoing correspondence and requirements according to current needs.
5. To maintain healthy exchange arrangements with foreign agencies through correspondence, want list and transmittal of materials.
6. To maintain effective liaison with U. S. mapping agencies.
7. To process incoming maps, related materials and distribute materials on the basis of requirements.
8. To review and refine map collection.

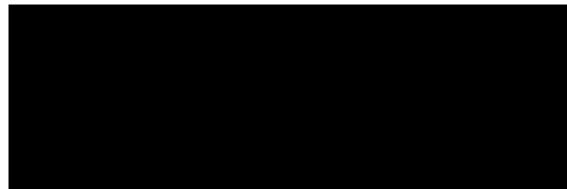
Experience and Training required to achieve maximum development of the individual:

1. Good basic educational grounding with A.B. or M.A. in Geography.
2. Other work experience prior to entry on duty in Map Library is helpful.
3. On-the-job experience, with good supervisory situation is a most effective builder of strong individuals.

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4. Experience in other Branches of the Map Library is helpful.
5. College level knowledge of geography of area of assignment.
6. Course work while on the job, either in languages, supervision, or typing.
7. Working knowledge of cataloging system and of reference operations.
8. Understanding of the mission and responsibilities of the Army Map Service, the Library of Congress Division of Maps, and other members of the IAMPCC.
9. As required, the basic country survey course given by the agency on a part-time basis.

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